Musica
Music for all

www.musica-workshops.com
registered charity no.1150769

SAFEGUARDING CHILDREN IN A DIGITAL WORLD
E-SAFETY POLICY

Contents

Version 1.1

Organisation

Name of Organisation: MUSICA

Policy Statement

We recognise that the welfare of all children is paramount and that all children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when children and young people are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

Policy Aim

We promote the highest standard of safeguarding practice in all our activities with children, young people, their families and/or carers.   We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation is accessing any form of digital or electronic communication, including the internet, mobile phones, games, photography, videos.   This policy should be read in conjunction with our Safeguarding Children and Young People and Photography Policies

Lead and Deputy Person for E-Safety

The responsibility of managing E-Safety can be both demanding and challenging, and therefore must be appointed to personnel who are available when we are operational.

Our lead is:

Name: TIM AINSLIE

Contact details: (07899) 980524

Our deputy lead is:

Name: GEORGE FOTHERGILL

Contact details: (07733) 386247

Their role is to oversee and ensure that our E-Safety policy is fully implemented. This includes ensuring they and all staff receive E-Safety information and child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. He/she will also handle any complaints or allegations against the nominated lead if appropriate. This policy will be made available to all adults, children, young people and parents/carers by staff Policies and Procedures Handbook.

Why do we need an E-Safety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school. In addition to research for homework, the majority use social networking sites including bebo, MySpace, Facebook; along with playing games such as RuneScape and downloading music and videos from sites such as Lime Wire.

Also in the light of the Coronavirus, Covid-19 pandemic, online meetings and workshops have become an essential means of communication through such platforms as Zoom and Teams.

Recent Child Exploitation & Online Protection Centre (CEOP) research in 2007 with 6,000 young people aged 11-16 years, demonstrated that 25% had met a new "friend" from the internet for real, 25% of whom had met that person alone, 2% had taken a trusted adult, the remainder had taken a friend of their own age.

Government guidance is clear, that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

"**All agencies providing services to children have a duty to understand E-Safety issues, recognising their role in helping children stay safe online while also supporting adults who care for children**"

Safeguarding Children in a Digital World, BECTA 2007; 02.1

Our E-Safety Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

Use the internet and other forms of communication in a sensible and polite way.

Only access websites, send messages or access and use other resources that will not hurt or upset anybody.

Seek permission if I want to use personal information or take photographs of other people.

Report any concerns to the lead or deputy person for E-Safety immediately.

Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a child or young person.

What are the risks?

There are many potential risks for children and young people including:

- Accessing age inappropriate or illegal websites.
- Receiving unwanted or upsetting text or e-mail messages or images.
- Being "groomed" by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video or even homework cheat material.

What else might be of concern?

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting.
- will not let you see what they are accessing on-line.
- is using a webcam in a closed area, away from other people.
- is accessing the web or using a mobile or Personal Data Assistant (PDA) for long periods and at all hours.
- clears the computer history every time they use it.
- receives unexpected money or gifts from people you don't know.

An adult who:

- befriends a child/children on the internet or by text messaging.
- has links to children on their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- is secretive about what they are doing and who they are meeting.

What do I do if I'm concerned?

If you have any concerns, speak to the lead or deputy person for E-Safety immediately. He/she will take the following action(s).

Contacts for referring

If the concern is about:

- A child in imminent danger, **ALWAYS DIAL 999 FOR THE POLICE**.
- A safeguarding concern about a young person or a disclosure by a young person of -abuse happening or likely to happen to them or another young person (under 18) contact Customer First on 0808 800 4005 who will contact and pass on to the appropriate department or person within SCC or Social Services to follow up the concern.
- The welfare of a child, ring Customer First on 0808 800 40045 who will follow up the concern.
- A known person's sexual behaviour or intentions ring the Local Children's Social Care Services.
- A person who has a "duty of care" in the organisation, ring the Local Children's Social Care Services. The Local Authority Designated Officer (LADO) will oversee and advise upon what to do next.
- An unknown person's sexual behaviour or intentions, report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre).
- Harmful content, including child sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk.
- Follow Musica's Safeguarding Children and Young People Policy and Procedures see Ref: 1 & 3.
- Follow Musica Procedures for managing allegations and concerns about a member of staff or volunteer.

Remember

1. **Do not delay**
2. **Do not investigate.**
3. **Seek advice from the lead or deputy person for E-Safety.**
4. **Make careful recording of anything you observe or are told.**

Other Useful Contacts

NSPCC, Tel: 0800 800 5000

Young people can get help and advice at:

www.childline.org.uk Tel: 0800 1111

www.there4me.com

Advice about concerns including bullying and hacking, visit: www.thinkuknow.co.uk

Technical Advice:

• Contact your local retailer or go online to the phone or software provider.
• Get advice about viruses from www.getnetwise.co.uk
• For mobile problems, contact your phone service provider.

Minimising the Risks

We will:

• Talk to children and young people about what they are accessing online.
• Keep the computer(s) in a general space where we can monitor what is going on.
• Explain the risks of giving out personal details online.

- Talk about how people can be anyone they want to be online, e.g. by using misleading e-mails, photographs of other people, telling lies about their age, school, hobbies.
- Encourage children and young people to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or webcam to people they know for real.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online "friends" for real.
- Make sure children and young people understand they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

References

- "Every Child Matters" DCSF 2003 and subsequent Children Act 2004.
- Children Act 1989
- What To Do if You're Worried A Child Is Being Abused 2003
  (Download from www.dcsf.gov.uk)
- Sexual Offences Act 2003
- Children Act 2004
- Working Together to Safeguard Children 2010
- Local Safeguarding Children Board Policies and Procedures

See all relevant references on the home page of www.safechild.co.uk